

ANTICIPATED VACANCY
DIRECTOR – COUNTRYSIDE ADULT HOME
Salary - \$50,000-53,000 Full-time with benefits

The Commissioner of Warren County DSS is seeking qualified candidates for the position of Director-Countryside Adult Home. This is an administrative position involving responsibility for the operation of Countryside Adult Home, a Warren County Department of Social Services licensed adult home. Duties include planning, coordinating and managing the services and functions of the facility in accordance with the laws and regulations of a NYS adult home. The Director is responsible for business management, case management, and resident care as well as the maintenance and repair of the building facility. (A complete job description may be found below).

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public administration, business administration, sociology, psychology, gerontology, human services or closely related field and two years of full-time paid program administration experience (or its part time equivalent) in residential care, rehabilitation, health care management, human services management or a closely related field, one year of which included related supervisory experience ; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in public administration, business administration, sociology, psychology, gerontology, human services or closely related field and four years of full-time paid program administration experience (or its part-time equivalent) in residential care, rehabilitation, health care management, human services management or a closely related field, one year of which included related supervisory experience ; or
- (C) Graduation from high school or possession of a high school equivalency diploma and six years of full-time paid program administration experience (or its part-time equivalent) in residential care, rehabilitation, health care management, human services management or a closely related field, two years of which included related supervisory experience.

Special Requirement: Possession of a valid New York State Driver's license at appointment.

This position will be filled based upon Civil Service requirements and subject to NYS approvals. A provisional appointment will be made pending a Civil Service examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list.

CANDIDATES MAY SEND APPLICATION, RESUME, & LETTER OF INTENT TO:

(Application review to begin on November 4, 2016)

Maureen Schmidt, Commissioner

Warren County Department of Social Services

1340 State Route 9

Lake George, NY 12845

518-761-6310

Applications may be obtained from www.warrencountyny.gov/civilservice

Warren County is an Equal Opportunity/Affirmative Action Employer

DIRECTOR OF COUNTRYSIDE ADULT HOME

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for the operation of Countryside Adult Home, a Warren County Department of Social Services licensed adult home. Duties include planning, coordinating and managing the services and functions of the facility in accordance with the laws and regulations of an adult home. The incumbent is responsible for business management, case management, and resident care as well as the maintenance and repair of the building facility. The work is performed under the general supervision of the Commissioner of Social Services. Supervision is exercised over the work of all Countryside Adult Home employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Oversees the overall operation of adult home services and functions, and assigns specific responsibilities to subordinates;
- Ensures that residents receive proper care and medical attention in accordance with applicable laws, regulations and policies;
- Serves as the admission and discharge coordinator, including performing evaluations of resident needs and the capability of the Adult Home to meet those needs;
- Performs resident case management services, including preparation/oversight of residents' care plans, family contacts and community contacts;
- Oversees or maintains resident records, including admittance, history, logs, discharge and statistics;
- Inspects buildings, grounds and equipment comprising the adult home facility and requests necessary repair and maintenance work;
- Formulates and implements procedures to ensure protection of residents' rights;
- Prepares reports related to the services and activities provided to residents;
- Works with private, volunteer and other public agencies to identify the availability of various community services;
- Facilitates marketing functions to help secure the census;
- Oversees the requisitioning of materials and supplies;
- Assists in the preparation of the budget in conjunction with the Commissioner of Social Services;
- Discusses work plans and programs with the Commissioner of Social Services and makes recommendations for improvements;
- Assists in determinations of policy governing all institution functions and oversees or personally carries out activities of prime importance;
- Supervises the development of recreation programs for the residents;
- Conducts staff meetings and orientation sessions for in-service training for employees;
- Conducts correspondence and prepares/submits a variety of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principals and practices of institutional administration; good knowledge of the problems associated with caring for the needs of the aged and infirm; working knowledge of institutional financial accounts and records; ability to review and analyze existing operating procedures and determine changes necessary to achieve increased efficiency; ability to plan and supervise the work of others; ability to establish and maintain cooperative relationships with residents, staff, agency staff, and the general public; ability to read and interpret complex written material; sympathetic understanding of the aged and their problems; physical condition commensurate with the demands of the position.

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